



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS UNIT
1 CENTRE STREET, 14TH FLOOR
NEW YORK, NY 10007

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

REQUIRED FORMS
APPLICATION FORM
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

CASEWORKER
Exam. No. 8127
(For Agencies Under the Jurisdiction of the Commissioner, DCAS Only)

WHEN TO APPLY: From: January 14, 2009
To: February 3, 2009

APPLICATION FEE: \$35.00
Payable by mail by money order to D.C.A.S. (EXAMS) or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, April 25, 2009.**

WHAT THE JOB INVOLVES: Caseworkers, under supervision, with some latitude for independent action and decision-making, provide social services to clients/patients, such as recipients of public assistance, food stamps and/or medical assistance, adults receiving or needing institutional care or protective services, and homeless adults/families; identify, develop and implement social service plans for such individuals; may determine the eligibility for these services; may perform counseling and investigative activities. All Caseworkers perform related work.

Special Working Conditions: Caseworkers may be required to work shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$32,338 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

- Online at the DCAS Website:** If you wish to apply online, go to the DCAS Online Application System(OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and payment, and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
- By Mail:** Refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

HOW TO QUALIFY:

Education Requirement: By the time of appointment you must have: A baccalaureate degree from an accredited college or university, accredited by regional, national, professional, or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

You may be given the test before we verify your qualifications. You are responsible for determining whether or not you will meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

Additional Information: Section 424-a of the New York State Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-care responsibilities is or has been the subject of an indicated child abuse and maltreatment report on file with the State Central Register for child abuse and maltreatment. State Central Register screening will be conducted prior to considering a candidate for employment as a Caseworker. Candidates who have been the subject of an indicated child abuse and maltreatment report will not be assigned to any position which requires child-care responsibilities. Employees who have been the subject of such a report may be reassigned or terminated from employment from their positions as Caseworker.

Residency: City residency is not required for this position.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

English Requirement: You must be able to understand and be understood in English.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**document-by-document**" (**general**) evaluation of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination. If you are interested in being considered for selective certification for Adult Protective Services (APS) and you meet the qualification requirements for **Selective Certification for Adult Protective Services (APS) only** by having completed the specified college credits, you must request a "**course-by-course**" evaluation (including a "document-by document" evaluation) of your foreign education.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions on reading comprehension; written expression; the ability to tell when something is wrong or likely to go wrong and take the correct steps to reach a solution; applying procedures or general rules to specific problems or cases; synthesizing information, such as using data to fill out a form; using a given set of rules or objectives to arrange information into the best or most appropriate order or sequence; and other related areas.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language and/or American Sign Language: If you can speak a foreign language, and/or you know American Sign Language, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Selective Certification to fill Certain Positions in Adult Protective Services (APS): If you will meet the requirements listed below, you may be considered for appointment to positions in Adult Protective Services requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification.

Requirements: In addition to meeting the above qualifications for Caseworker, you must have 24 semester credits in one or a combination of the following fields: gerontology, social work, psychology, sociology, human services, criminal justice, education, nursing, or cultural anthropology, with at least 12 of these credits in one discipline; **or** one year of casework experience with the elderly, and/or the psychiatric or chemically dependent adult population.

If you will meet either Selective Certification requirement **at some future date**, please submit documentation by mail to: DCAS Bureau of Examinations - GEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor NY, NY 10007.

The City of New York is an Equal Opportunity Employer.
Title Code No. 52304; Social Service Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas